



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

NHQ-PCG/CG-1

24 October 2022

**STANDARD OPERATING PROCEDURE  
NUMBER 10-22**

**PCG PROMOTIONAL EXAMINATION (PROMEX)**

**I. REFERENCES:**

- a. RA 9993 (PCG Law) dated 12 Feb 2010
- b. HPCG Circular Nr 03-05 (Career Development Pattern of Enlisted Personnel in the Philippine Coast Guard) dated 04 April 2005
- c. NHQ Circular Nr 02-22 (PROMOTIONAL EXAMINATION (PROMEX) dated 22 March 2022.
- d. Circular Nr 1 (EP Promotion System in the AFP) dated 02 January 2008

**II. GENERAL:**

The Philippine Coast Guard (PCG) envisions becoming a world-class guardian of the sea, where every member of the organization is recognized as a highly professional, competent and well-motivated Coast guardian. For the PCG to attain its vision, a responsive evaluation tool must be established to gauge our Non-Officers knowledge on their core competencies on their chosen rating/specialization. Through this career advancement evaluation scheme, the PCG will be able to retain the finest and most deserving personnel who will effectively contribute to the overall mission of the PCG and further segregate those unfit for promotion and for continuance in the service.

**III. PURPOSE:**

This SOP prescribes the policies and procedures governing the administration, scoring and safekeeping of the PCG Promotional Examination (PROMEX) for Non-Officers:

- a. To prescribe the scope, general policies and procedures governing the administration of the PROMEX.
- b. To institute responsibility, control and security measures in handling and administration of the PROMEX, particularly the following:
  - 1) Testing/Examination Room;
  - 2) Test Administration/Proctoring for Fixed Testing;
  - 3) Test Administration/Proctoring for Mobile Testing;
  - 4) FlexiQuiz Operation and Administration;
  - 5) Disqualification;
  - 6) Scoring and Safekeeping;
  - 7) Publication of Results; and
  - 8) Disposal of Filing of Results

#### IV SCOPE:

This SOP applies to all Non-Officers eligible for promotion from CG SN1/SW1 (E-3) to CG PO3 (E-4) and CG PO1 (E-6) to CG CPO (E-7) as well as the PCG personnel who have direct responsibility regarding the PROMEX.

#### V. DEFINITION OF TERMS:

a. **PCG Promotional Examination (PROMEX)** – an aptitude test that is a mandatory requirement for the promotion to the next higher rank of the PCG Non-officer personnel.

b. **Registration Form** – this is a sheet of paper that shall be provided where all examinees are expected to register for accounting purposes.

c. **Fixed Testing** – is a term used for the administration of PROMEX in the CG Human Resource Management Command – Satellite Training Institute Testing Center, 56 Manuel L. Quezon St., Purok 1, New Lower Bicutan, Taguig City.

d. **Mobile Testing** – is a term used for the administration of PROMEX in PCG Units outside CGHRMC-STI Testing Center.

e. **Mobile Testing Team (MTT)** – is a term used for the group of personnel who are tasked to administer PROMEX in PCG Units outside CGHRMC-STI Testing Center.

f. **After Administration Report** – is a term used for the report created for every after-administration mission. This report includes the technical aspects of the test – testing team, testing area details and incident report, when applicable.

g. **FlexiQuiz** - A powerful online test and quiz maker that can be accessed anywhere via any electronic device with internet connectivity with a secured SSL encryption which ensures test security. FlexiQuiz is accessible via an annual subscription fee.

h. **QR Code** - a "quick response" code is a two-dimensional bar code that provides easy access to the different PROMEX Ratings to be taken by PCG Non-officers.

i. **Valid E-mail Address** - a personal electronic mail address of PCG Non-officers which will be utilized to send or receive important messages, particularly PROMEX results.

j. **Assistant Proctors** – personnel assigned in Human Resource Management Units (HRMUs).

k. **PROMEX Requirements Checklist** – a short checklist utilized by PROMEX Staff in ensuring that examinees have complete requisite documents prior to taking the PROMEX.

#### VI. POLICIES:

a. The PROMEX shall be used for screening Non-Officers applying for promotion to next higher rank except for Chief Petty-Officer (E-7) and other higher grades. This is to allow the Non-officers to review and be knowledgeable on their core competencies/field/rating of specialties. Further, only the Non-Officers whose names appear in the official listing of O/CG-1 shall be eligible to take the PROMEX.

b. Passing the PROMEX is a mandatory requirement for a promotion. As such, the PROMEX online test must be controlled to prevent familiarity with its contents and must be updated and reviewed regularly by the PROMEX Board. To ensure reliability and validity of the test, proper management must be strictly observed.

c. The Coast Guard Human Resource Command (CGHRMC) shall be the only authorized unit to administer the PROMEX with the CGHRMC-STI as the primary responsible Unit.

d. The PROMEX shall consist of General Coast Guard Knowledge subjects with a weight of thirty percent (30%) and Specialization/Rating subjects with a weight of seventy percent (70%).

e. Passing Grade: The standard passing grade of the test is at least seventy percent (70%).

f. Requisites: PCG Non-officers should accumulated their required Time-In-Grade and have taken their respective specialization/rating course to qualify them to take PROMEX for the next higher rank.

g. Retake of PROMEX – retake shall be allowed to examinees according to the following:

1) 1<sup>st</sup> retake – at least three (3) months after the date of 1<sup>st</sup> exam; and

2) 2<sup>nd</sup> retake – at least three (3) months after the date of the 1<sup>st</sup> retake.

h. Nobody shall be allowed to retake the PROMEX for a certain rank for a 3<sup>rd</sup> retake. Failure in the 2<sup>nd</sup> retake shall be recommended for non-promotion and further deliberation of the Non-Officer Promotion Board (NOPB) for fitness to continue in the Coastguard service.

i. Any examinee who passes the PROMEX in any of the allowed retakes shall automatically receive a passing score or a grade of seventy percent (70%).

j. Upon approval of the schedule for the administration of PROMEX, the Chairperson, PROMEX Board shall organize Mobile Testing Team/s that will administer the exam to all designated PCG Units/Districts/Commands. The CGHRMC-STI Testing Center shall likewise administer the PROMEX to qualified personnel every Tuesday and Thursday. No examination shall be administered outside the scheduled period except upon approval of the Chairperson, PROMEX Board. Those who missed the scheduled examination shall take the succeeding scheduled examination.

k. The Chief, CGHRMC-STI Testing Center or the Team Leader of the Mobile Testing Team shall ensure the following:

1) Testing/Examination Room:

a) Testing Room should be able to accommodate at least 30 examinees.

b) It must be adequately ventilated, lighted and, if possible, air conditioned.

c) Testing chairs should be provided to each examinee and shall be placed 3ft apart from each other to allow examinees enough space to avoid comparing of answers.

d) It should be free from noise and distractions.

e) House Rules shall be posted inside the Testing Rooms as a guide to the examinees.

f) The PROMEX will be taken for one hundred twenty (120) minutes only.



## 2) Online Test (FlexiQuiz)

- a) Examinees' personal mobile device, tablets and other electronic devices with data/internet access shall be used during the examination.
- b) Copying or using screenshots of any details in online test is strictly prohibited and ground for disqualification.
- c) QR code will be provided by the proctors during the examination to access the online registration and examination.
- d) If possible, sound system should likewise be provided so that the test instructors will be heard clearly.

## 3) Test administration/Proctoring for Fixed Testing:

- a) The rules governing test taking shall be discussed before the start of the examination.
- b) Starting time of the examination will be strictly observed. The Testing Team from CGHRMC-STI will supervise the PROMEX to the examinees and may be assisted by personnel who will act as assistant proctors. Late comers will not be entertained.
- c) The following procedures in test administration should be strictly followed:
  - (1) All examinees will register in the form provided by the duty proctor presenting thereat his/her complete requirements before he/she is allowed to enter the examination room.
  - (2) All examinees must be inside and properly seated before any instruction is given.
  - (3) Examinees will not be allowed to bring anything inside the testing room except their electronic device to be used during the examination.
  - (4) The Proctor should give instructions slowly and clearly to enable the examinees to comprehend.
  - (5) Assistant proctors should see to it that the examinees properly understand and follow instructions.

## 4) Test Administration/Proctoring for Mobile Testing:

- a) The rules governing test taking shall be discussed before the start of the examination.
- b) Starting time shall be observed strictly. The testing team may be assisted by selected personnel who will act as assistant proctors. Late comers will not be entertained.
- c) The following procedures in test administration should be strictly followed:

- (1) All examinees will register in the form provided by the duty proctor presenting thereat his/her complete requirements before he/she is allowed to enter the examination room.
- (2) All examinees must be inside and properly seated before any instruction is given.
- (3) Examinees will not be allowed to bring anything inside the testing room except their electronic device to be used during the examination.
- (4) The Proctor should give instructions slowly and clearly to enable the examinees to comprehend.
- (5) Assistant proctors should see to it that the examinees properly understand and follow instructions.
- (6) A Mobile Testing Team shall conduct an examination to areas outside Metro Manila based on the published schedules. The respective MTT Leader shall coordinate with the HRMU Commander in their respective area of examination for proper coordination and preparation prior the conduct of PROMEX.
- (7) After the mobile testing mission, an after-testing report shall be written by the MTT Leader to be submitted to the Secretariat, PROMEX Board for collation and archiving. The report shall include technical details of the testing mission such as names of the mobile testing members, testing area, testing date, length of mission, incident report if applicable, and problems encountered during the conduct of examination.

5) Disqualification:

- a) Examinees who fail or refuse to follow the rules to include test instructions and completeness of required documents shall be disqualified from taking the examination. They shall be directed to take the next scheduled exam.
- b) Examinees caught cheating shall not be allowed to continue/finish the examination and shall be considered disqualified.
- c) In the event of failure to follow the rules and cheating, the C, CGHRMC-STI and MTT Leaders shall make necessary incident report informing the Chairperson, PROMEX Board and respective Commanding Officer of the Non-officer involved.
- d) Cheaters shall be included in the "**BLACK LIST**".
- e) Individuals recorded in the "**BLACK LIST**" shall be referred to their respective Commanding Officer for appropriate disciplinary action.
- f) Non-officer recorded in the "**BLACK LIST**" shall only be allowed to take the examination after presenting a certification from their Commanding Officer that appropriate disciplinary action was made to erring Non-officer.



g) In cases beyond the control of an examinee such as emergencies, call of nature or sickness, he/she may be allowed to defer his/her examination for the next scheduled testing day.

6) Scoring:

Score and result will be automatically reflected once the examination is completed and submitted to PROMEX Online Examination (FlexiQuiz) Administrator.

7) Publication of Results:

Examination results shall be submitted to CG-1, NHQ-PCG with copies furnished to the following:

- a) One- for PCG Adjutant office
- b) One- for Unit of the Examinee
- c) One- File of CGHRMC-STI
- d) One- for C, CGHRMC
- e) One- Secretariat, PROMEX Board

8) Disposal of test results:

a) The original results of the PROMEX shall be maintained by the CGHRMC-STI Testing Center five years from the date of publication or issue. At the same time, individual records of scores shall be kept and form part of their profile for active personnel as a ready reference for promotion.

b) The CHHRMC-STI Testing Center shall keep separate files for disqualified applicants, including the examination date.

**VII. PROCEDURES:**

a. Pre-PROMEX activities:

1) Every beginning of the calendar year, CGHRMC-STI Testing Center shall prepare a proposed PROMEX schedule together with a list of logistical requirements for approval of the Chairperson, PROMEX Board.

2) Upon approval of the PROMEX schedule, CGHRMC shall disseminate the schedule to all PCG Units and advise them to prepare/review their Non-Officers for examination.

3) Appropriate review materials shall be sent ahead to PCG Units thru HRMUs, providing enough time for dissemination and preparation of the examinees. The review session/s shall be treated as major unit activity.

4) CGHRMC shall be responsible for issuing travel orders to the PROMEX Team.

b. Activities During the Conduct of PROMEX:

1) Upon the arrival of the examinees at the designated examination center, they will report to the PROMEX Team for processing purposes.



2) Examinees should be in proper uniform (GOA) and should carry with them their respective complete documents/requirements.

3) All examinees will be directed to proceed to the designated examination rooms.

4) Before the examination starts, the proctor shall discuss the examination rules, procedures and regulations with the examinees.

5) The proctor and their assistants shall ensure that the rules and regulations are strictly adhered to. Anybody found taking an examination for another individual, copying other's works or allowing others to copy his/her answer shall immediately be disqualified for taking the examination. This will be a ground for disciplinary action based on the recommendation of the PROMEX Team to be submitted to NHQ-PCG (Attn: CG-1).

6) The proctor shall announce to the examinees the date of publication of the result.

c. Post-PROMEX Activities:

1) All PROMEX Teams shall secure the examination room and consolidate all valuable documents pertaining to PROMEX.

2) Make an appropriate coordination to the Unit Commander after the examination and before leaving the examination area for courtesy.

**VIII. EVALUATION:**

PCG PROMEX Board shall assess and evaluate the result for statistical analysis and further recommend programs to improve the personnel's proficiency and increase the overall passing rate during PROMEX.

**IX. RESCISSION:**


All SOP and directives not in consonance with this SOP are hereby rescinded.

**X. EFFECTIVITY:**

This SOP takes effect upon publication.

**BY COMMAND OF COAST GUARD ADMIRAL ABU:**

**OFFICIAL:**

  
**JAYSIEBELL B FERRER**  
**CG CDR**  
Coast Guard Adjutant

**TITO ALVIN G ANDAL**  
**CG COMMO**  
Chief of Coast Guard Staff